

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140 3-JDF-3A-01, 3A-02, 3A-03, 3A-04
CHAPTER: Detention Services		AUTHORITY: KRS 15A.065
SUBJECT: Security and Control		
POLICY NUMBER: DJJ 709		
TOTAL PAGES: 2		
DATE ISSUED: July 15, 2005		EFFECTIVE DATE: 02/03/06
APPROVAL: Bridget Skaggs Brown		, COMMISSIONER

I. POLICY

A manual containing all procedures for facility security and control, with detailed instruction regarding implementation, shall be available to all staff, reviewed annually and updated as necessary.

II. APPLICABILITY

This policy shall apply to all state-operated detention centers.

III. DEFINITION

Not Applicable

IV. PROCEDURES

- A. Each Detention Center Superintendent shall insure the Security and Control Manual is updated and accessible to center staff.
- B. The Master Control Center shall, at minimum:
 1. Provide 24-hour monitoring of the facility's security, safety and communication systems. This station shall be staffed 24 hours a day, 7 days a week, without exception. Persons assigned to this post shall never leave, or even step outside the entrance door, without proper relief.
 2. Control access to the building and movement within the building. All resident movement shall be regulated. Youth shall never be left unattended in any area inside or outside of the facility. Radios shall be used to communicate the whereabouts of staff and residents.
 3. Maintain a daily report on juvenile population movement and shall be responsible for notifying appropriate staff of increases and decreases in the population on a shift-by-shift basis.
- C. Youth Workers shall be positioned in or immediately adjacent to youth living areas to permit workers to hear and respond promptly to programming needs and emergency situations.

POLICY NUMBER DJJ 709	ISSUE DATE 07/15/05	EFFECTIVE DATE 02/03/06	PAGE NUMBER 2 of 2
--	--------------------------------------	--	-------------------------------------

- D. The facility perimeter shall be secured by building design. Staff shall ensure that youth remain within the secure perimeter and that access by the general public is denied without proper authorization.

V. MONITORING MECHANISM

The Superintendent and Regional Facilities Administrator shall monitor compliance with this policy. The Division of Program Services shall conduct, at minimum, annual program audits.